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19 March 1953

ADMINISTRATIVE FOR: Assistant Deputy Director, Administration (E-4)
General Counsel
Comptroller
Assistant Director (Personnel)
Auditor-in-Chief
Chief, Procurement and Supply Office
Chief, Medical Staff
Chief, General Services Office

SUBJECT : Project Administrative Plans

1. It is imperative that the preparation and coordination of administrative plans for projects under the provisions of Section 9.4, Confidential Funds Regulations, be accomplished within the Deputy Director (Administration) organization with the least possible delays. Therefore, it has been directed that representatives sent from the Deputy Director (Administration) components to committees on the preparation of such plans must have authority to act for their offices; that is, they must be able to concur in behalf of their offices in the completed plan as developed prior to presentation to the Deputy Director (Plans) for approval. This requirement is not intended to preclude referral to the heads of the offices concerned of an issue which the representative does not feel competent to settle. However, such consultation should be accomplished while the administrative plan is under development and not after the draft plan is completed.

2. It is requested that this Office be notified in writing of the name of the person (and alternate) designated to represent your office in the capacity reviewed in the foregoing paragraph. Your communication should reach this Office not later than 30 March 1953.

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L. K. WHITE
Assistant Deputy Director
(Administration)

SA/DCA:DXK:jeb

cc: DS/A chrono
subject "PROJECTS--Administrative Planning"

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